

Appendix F

BATCH JOB PARAMETER INPUT SCREENS

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NEO252 Retention Register Parm Screens

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                                NPPS BATCH JOB SCHEDULER
                                RETENTION REGISTER PARM
NEO252P
-----
RIF CUTOFF DATE:  __A__      RIF EFFECTIVE DATE:  __B__
                   (MMDDYYYY)                   (MMDDYYYY)
TO SELECT SORT OF ACCOMPANYING REPORTS 252A/B:  C    1(NAME) OR 2(SSN)
TO SELECT A FACILITY, ENTER THE FACILITY CODE:  D    OTHERWISE LEAVE BLANK
TO SELECT A SINGLE AGENCY ENTER ITS CODE:  _E_    OTHERWISE LEAVE BLANK
TO SELECT SECOND INSTALLATION ENTER ITS CODE :  _F_    OTHERWISE LEAVE BLANK

                                ENTER SELECTION CRITERIA:
                                1 - ACTIVE EMPLOYEES
                                2 - NASA CLASS CODE
                                3 - ORGANIZATION ASSIGNED CODE
                                4 - OCCUPATIONAL CODE
                                5 - COMPETITIVE AREA

                                SELECTION  G
SEARCH CODE VALUE  __H__ (TO BE USED FOR SELECTIONS 2, 3, 4, OR 5 ABOVE)
-----
                                PF1= HELP      PF3= CANCEL

```

(Screen 1 of 2)

DESCRIPTION

This parameter screen is used to identify the selection criteria and sort sequence for the Retention Register and accompanying reports.

- A. Required. This parameter establishes the cutoff date for inclusion of performance ratings, i.e. performance ratings made effective following this date will not be considered for RIF purposes.
- B. Required. This parameter establishes the date the RIF will be effective and is the cutoff date for Tenure, i.e. any tenure completion date greater than this date will not change the employee's tenure for RIF purposes.
- C. Required. This parameter is used to specify the sort sequence for reports 252A, Listing of Temporary Promotions, and 252B, Listing of Employees Restored After Military Service, that accompany the Retention Register report.
- D. This parameter is used to limit the report to a specific facility. Facility is not allowed if a second installation is requested. The facility code entered must be found in table TFACILITY.
- E. This parameter is used to limit the report to a single agency.
- F. This parameter is used to identify an additional installation to be included on the report. The installation code entered must be found in table TINSTALL.

- G. Required. This parameter is used to specify additional selection criteria.
- H. Required if selection 2, 3, 4, or 5 is chosen for parameter F. This parameter is used to identify the specific value to be used for selections 2, 3, 4, and 5.

```

NEO252A                                NPPS BATCH JOB SCHEDULER
                                         RETENTION REGISTER PARM
-----
      SELECT THE DESIRED SORT SEQUENCE FOR REPORTS 252/252C:

      1 - COMP AREA, POS OCC, PAY PLAN, GRADE, SUPV GRP, NCC, COMP LVL,
          WRK SCH, TEN GRP, VET GRP, ADJ FSCD

      2 - COMP AREA, POS OCC, WRK SCH, GRADE, COMP LVL, TEN GRP, VET GRP,
          ADJ FSCD, NAME

      SELECTION:      A

      SELECT THE DESIRED SORT SEQUENCE FOR REPORT 252D:

      1 - COMP AREA, POS OCC, NAME
      2 - COMP AREA, POS OCC, SSN

      SELECTION:      B
-----
PF1=  HELP      PF3=  CANCEL

```

(Screen 2 of 2)

DESCRIPTION

This parameter screen is used to identify the sort sequence for the Retention Register and accompanying reports.

- A. Required. This parameter is used to specify the sort sequence for reports 252, Retention Register, and 252C, Retention Register Tenure Equal Zero.
- B. Required. This parameter is used to specify the sort sequence for report 252D, Listing of Temporary Promotions.

NEO255 Retention Register Lite Parm Screen

```

                                NPPS BATCH JOB SCHEDULER
NEO255P                        RETENTION REGISTER LITE PARM
-----
RIF CUTOFF DATE:  __A__      RIF EFFECTIVE DATE:  __B__
                   (MMDDYYYY)                   (MMDDYYYY)

TO SELECT A FACILITY, ENTER THE FACILITY CODE:  C   OTHERWISE LEAVE BLANK
TO SELECT A SINGLE AGENCY ENTER ITS CODE:  _D_  OTHERWISE LEAVE BLANK
TO SELECT SECOND INSTALLATION ENTER ITS CODE :  _E_ OTHERWISE LEAVE BLANK

ENTER SELECTION CRITERIA:
1 - ACTIVE EMPLOYEES
2 - NASA CLASS CODE
3 - ORGANIZATION ASSIGNED CODE
4 - OCCUPATIONAL CODE
5 - COMPETITIVE AREA

SELECTION F
SEARCH CODE VALUE  __G__ (TO BE USED FOR SELECTIONS 2, 3, 4, OR 5 ABOVE)
-----
PF1= HELP      PF3= CANCEL

```

(Screen 1 of 2)**DESCRIPTION**

This parameter screen is used to identify the selection criteria for the Retention Register Lite.

- A. Required. This parameter establishes the cutoff date for inclusion of performance ratings, i.e. performance ratings made effective following this date will not be considered for RIF purposes.
- B. Required. This parameter establishes the date the RIF will be effective and is the cutoff date for Tenure, i.e. any tenure completion date greater than this date will not change the employee's tenure for RIF purposes.
- C. This parameter is used to limit the report to a specific facility. Facility is not allowed if a second installation is requested. The Facility code entered must be found in table TFACILTY.
- D. This parameter is used to limit the report to a single agency.
- E. This parameter is used to identify an additional installation to be included on the report. The installation code entered must be found in table TINSTALL. This option is no longer available and displays the message "OPTION UNAVAILABLE" when any entry is made.
- F. Required. This parameter is used to specify additional selection criteria.
- G. Required if selection 2, 3, or 4 is chosen for parameter F. This parameter is used to identify the specific value to be used for selections 2, 3, and 4.

```

                                NPPS BATCH JOB SCHEDULER
NEO255A                        RETENTION REGISTER LITE PARM
-----
                                SELECT THE DESIRED SORT SEQUENCE FOR REPORT 255

                                1 - COMP AREA, PAY PLAN, OCC CODE, GRADE, COMP LVL, NCC,
                                  WRK SCH, SUPV GRP, TEN GRP, VET GRP, ADJ FSCD

                                2 - COMP AREA, POS OCC, WRK SCH, GRADE, COMP LVL, TEN GRP,
                                  VET GRP, ADJ FSCD, NAME

                                SELECTION  A

-----
                                PF1=  HELP      PF3=  CANCEL

```

(Screen 2 of 2)

DESCRIPTION

This parameter screen is used to identify the sort sequence for the Retention Register Lite.

- A. Required. This parameter is used to specify the sort sequence for report 255, Retention Register Lite.

CPO Batch Job Parameter Input Screen

| | |
|--|--|
| NPO950PA | NPPS BATCH JOB SCHEDULER SELECT CPO INSTALLATIONS |
| ----- | |
| PLEASE MARK THE CENTERS TO BE PROCESSED | |
| | _ 1000 |
| | _ 2100 |
| | _ 2200 |
| | _ 2300 |
| | _ 2400 |
| | _ 5100 |
| | _ 6200 |
| | _ 6400 |
| | _ 7200 |
| | _ 7600 |
| ----- | |
| | PF1= HELP PF3= CANCEL |

CPO Center Selection Screen**DESCRIPTION**

This parameter screen is used to identify CENTERS to be included in the execution of a batch process or to be included in the execution of one or more reports. At least one center must be selected. All centers desired to be included in the batch run being scheduled must be selected. A center is selected by entering a non-blank character into the input field to the left of the four-character CENTER identification code.

All parameters selected for a consolidated batch job will be assigned to every center selected for execution from this CENTER selection parameter screen.

NE00400/NE00410 SF50/SF52 Notification of Personnel Actions

```

COMMAND: _____ NPPS BATCH JOB SCHEDULER
NPO4120          PROCESS SCHEDULE LIST - BJSJOB
-----
CHECK
ONE  JOB TITLE                JOB NO  FREQUENCY  SEQUENCE
( _ ) CAPPS MONTHLY SUBMISSION  NECAPP2  ON REQUEST  410
( _ ) CAPPS QTRLY  SUBMISSION  NECAPP3  ON REQUEST  415
( _ ) CAPPS EOFY   SUBMISSION  NECAPP4  ON REQUEST  420
( _ ) LWOP REPORT                NE00001  ON REQUEST  360
( _ ) MATURE REPORTS            NE00002  ON REQUEST  370
( _ ) DAILY   REPORTS          NE00003  DAILY      380
( _ ) TSP LETTER                NE00004  ON REQUEST  361
( _ ) BATCH MATURE              NE00008  ON REQUEST  330
( _ ) APPR ACT NOT REG 50       NE00010  ON REQUEST  191
( _ ) MASTER TIME RECALCULATION NE00096  ON REQUEST  350
( _ ) SYSTEM INTERFACE ERRORS   NE00366  ON REQUEST  310
( _ ) SF50 NOTIFI PER ACTION    NE00400  ON REQUEST  420
-----
CHECK ONE: S-TO SCHEDULE A JOB  R-TO RESTART A JOB  H-TO PUT A JOB IN HOLD
PF1=  HELP          PF3=  PREV SCREEN      PF5=  MAIN MENU      PF7=  BACKWARD
PF8=  FORWARD      PF12=  END

```

Process Schedule List - BJSJOB

Select SF50 NOTIFI PER ACTION or SF52 NOTIFI PER ACTION Jobs by placing an "S" in the Check One Column on the left.


```

ENTER 'Y' TO UPDATE DEFAULT RECIPIENT LIST Y
THIS JOB IS LABELED NE00400A PRESS RETURN TO CONTINUE
NPO4120                                PROCESS SCHEDULE LIST - BJSJOB
ARXB -----
CHECK
ONE      JOB TITLE                      JOB NO      FREQUENCY      SEQUENCE

( _ )    CAPPS MONTHLY SUBMISSION      NECAPP2     ON REQUEST     410
( _ )    CAPPS QTRLY  SUBMISSION      NECAPP3     ON REQUEST     415
( _ )    CAPPS EOFY   SUBMISSION      NECAPP4     ON REQUEST     420
( _ )    LWOP REPORT                                NE00001     ON REQUEST     360
( _ )    MATURE REPORTS                    NE00002     ON REQUEST     370
( _ )    DAILY  REPORTS                    NE00003     DAILY         380
( _ )    TSP LETTER                        NE00004     ON REQUEST     361
( _ )    BATCH MATURE                      NE00008     ON REQUEST     330
( _ )    APPR ACT NOT REG 50              NE00010     ON REQUEST     191
( _ )    MASTER TIME RECALCULATION        NE00096     ON REQUEST     350
( _ )    SYSTEM INTERFACE ERRORS          NE00366     ON REQUEST     310
( _ )    SF50 NOTIFI PER ACTION          NE00400     ON REQUEST     420
-----
CHECK ONE: S-TO SCHEDULE A JOB  R-TO RESTART A JOB  H-TO PUT A JOB IN HOLD
PF1=  HELP          PF3=  PREV SCREEN      PF5=  MAIN MENU      PF7=  BACKWARD
PF9=  FORWARD      PF12=  END

```

Default Recipient List

Enter "Y" to update the DEFAULT RECIPIENT LIST

```

                                NPPS BATCH JOB SCHEDULER
NP04190                        REPORT DIRECTORY RECIPIENT LIST
-----
REPORT NO.      JOB NO.      JOB TITLE
150             NE00400      SF50 NOTIFI PER ACTI
REPORT TITLE    150        SF 50 NOTIFICATION OF PERSONNEL ACTION

PRINT OUTPUT TYPE (H/T/S/B/K) H      PRINT OUTPUT ID:  xerox____
                                      PRINTER NODE:  _____
----- R E C I P I E N T -----
NAME      ADDRESS  COPIES  ASSEMBLY INSTRUCTIONS

REGRESSION____  ISC 3RD FLA____  1_      RB  PR_____
____
____
____
____
____
____
-----
----- PF1=  HELP      PF3=  CANCEL      PF7=  SCROLL UP      PF8=  SCROLL DOWN

```

Report Directory Recipient List

Enter the print destination under the PRINTER OUTPUT ID and make any other necessary changes.

```

                                NPPS BATCH JOB SCHEDULER
                                SF50 PRINT SELECTION
NE0400P
ARXB -----
(X OR BLANK)
___ ALL THAT HAVE NOT BEEN PRINTED
___ ALL WITH FACILITY    ___
___ ALL WITH CLERK ID    _____
___ ALL WITH EFDATES 00 00 00 THRU 00 00 00
___ ALL WITH THESE NOAC'S  _____ , _____ , _____ , _____
___
___ ALL FOR THESE SSN'S  _____ , _____ , _____ , _____
___
-----
XEROX COPIES 3
___ ALIGNMENT PRINTING
___ DISREGARD PRINT FLAG FOR SELECTION
___ DO NOT SET PRINT FLAG
___ SELECT THIS NUMBER AND STOP
___ REPORT LAST SET
-----
                                PF1= HELP      F3= CANCEL

```

SF50/SF52 Print Selection

DESCRIPTION

The SF50/SF52 Print Parameter screen is used to print the SF50/SF52 Notification of Personnel Action for any employee transaction requiring an OPM/NOAC. Eleven options are displayed on this screen. The options are divided into two groups and the groups are separated by a dotted line. An option is selected by placing an X in the blank to the left of the option.

The first group of options allows you to specify which SF50/SF52 should be printed. You may select one of the following: All Not Printed, All with Efdates (beginning date) Through (ending date), All with these NOACs (specify a maximum of eight NOACs), All for these SSNs (specify a maximum of six SSNs), All with facility, or All with Clerk ID. If you select one of these options alone, the system will print the SF50/SF52 which have not already been printed.

You may select one or more of the options in the second group in order to further define the set of SF50s/SF52s you want to print. To print five alignment SF50s/SF52s before your selected SF50s/SF52s, select the Alignment option. To reprint SF50s/SF52s which have already been printed, you may select the Disregard Print Flag for Selection option. If you are executing a trial print, you may select Do Not Set Print Flag. To preview a select number of SF50s/SF52s before printing a large group, type the number of SF50s/SF52s to be printed in the blank to the left of the Select This Number and Stop option. To reprint exactly the group of SF50s/SF52s selected for the last printing, choose Reprint Last Set. You may use a combination of selections with the one exception of "Reprint Last Set." This option should be selected by itself only. All SF50s/SF52s will go to the default printer destination. If your default printer for this job is a SF50 Xerox printer, then the Xerox copies will be defaulted at 3

copies. If your default printer for this job is a SF52 Xerox printer, then the Xerox copies will be defaulted at 1 copy.

Three other SF50/SF52 print items are available during personnel action processing at the Remarks screen. The first item is Combined 50. If you enter Y in this field, NPPS prints a dual SF50 (i.e., two separate actions on the same SF50) when an employee has two or more personnel actions with the same effective date and they are sequenced first and second for that day. If you leave this field blank, NPPS prints only a single SF50 for this action. The second item, SF50/SF52 Print Status, displays "P" if an SF50/SF52 has been printed for this action. This "P" represents the Print Flag previously mentioned.

NPPS determines whether or not an SF50/SF52 is required for each action as defined in the table TNOAC. However, you may choose to make this determination yourself using the Required SF50/SF52 field. This is the third SF50/SF52 print item on the SF50/SF52 Remarks screen. Type N in the blank following this item if an SF50/SF52 is not required for this action; otherwise, leave the item blank.

Transaction report 201 execution by NPPS BJS, and under TSO

Transaction Report 201 may be executed under TSO or within NPPS BJS. When execution is under TSO, the BJS security features are not performed. Anyone with access to the NPPS production TSO environment could execute this report, and the test that all selected centers' pay period dates (as seen on screen CTLPAY) must be the same, is not performed.

This report does not accept transactions (NPS2-IMFH records) that were generated by the batch T&A process, (job 3), and the mature process which reduces the report to payroll updates. See the SRS for report selection. The NPS2-IMFH file is reset with pay period initialization, job 6. If a pay period report selection is made, what is reported is selected NPS2-IMFH records back from the last execution of pay period initialization.

Example TSO JCL with comments:

```

/**
/** PARAMETER RECORD LAYOUT:
/**
/** COLUMN    CONTENTS
/** =====
/** 01          REPORT SEQUENCE / SORT OPTION
/**              1 = PAYBLOCK, NAME, DATE, TIME
/**              2 = PAYBLOCK, SSN, DATE, TIME
/**              3 = CLERK, TEMPLATE, CENTER, SSN, DATE-TIME
/** 02          DATE OPTION
/**              1 = SINGLE DATE
/**              2 = CURRENT PAY PERIOD
/** 03-08        YYMMDD DATE OF IMFH RECORDS ON REPORT
/**              BLANK FOR DATE OPTION 1 FOR SYSTEM DATE WILL
/**              DEFAULT TO CURRENT SYSTEM DATE
/**              (IN COLUMNS 03-08, "BLANKS" OR "BBBBBB" OR " "
/**              WILL BE PROCESSES AS WITH A BLANK DATE )
/** 09-48        CENTERS TO BE REPORTED (A4/1:10)
/**
/** EXAMPLE PARM:
/** =====
/**
/** COLUMN: 12345678901234567890123456789012345678901234567890
/** PARM: 32      1000210022002300340051006200640072007600
/** Column 1 = 3, The selected report sequence for all selected centers.
/**              (Logically for CPO only)
/** Column 2 = 2, The date option for an entire pay period . Date field columns
/**              3- 8 would be ignored. When the entire pay period is
/**              selected, all selected transactions would be printed, going
/**              back from the current date until the last pay period
/**              initialization was executed. Pay period initialization resets the
/**              NPS2-IMFH file which "feeds" report #201.
/**              If column 2 were = 1, then only transactions for a single day
/**              would be reported. If columns 3-8 had a date, that date
/**              would be used. If columns 3-8 were blank, then the current
/**              system date would be used.
/** Columns 9-48, All 10 NASA centers are represented here.
/**              (1000= Headquarters, 6200 = MSFC, etc.)
/**              Just centers desired should included. If just center 6200 were
/**              wanted, columns 9 -12 would have 6200, and columns 13-48
/**              would be blanks.
/**
/** //ALOC1 EXEC PGM=IEFBR14
/** //DD1 DD DSN=PRINT.DATASET,
/** //      DISP=(MOD,DELETE),UNIT=SYSDA,SPACE=(TRK,0)
/** //AX8 DD DSN=&&WORK8,UNIT=SYSDA,DISP=(,PASS),
/** //      SPACE=(TRK,(9,9),RLSE)
/**
/** //NAT01 EXEC N99Z
/** //CMPRINT DD SYSOUT=*

```

NPPS BJS report #201 PARAMATER SCREEN:

Parameter screen notes:

If "DATE OPTION" 1 is entered and no single day Date is entered, the program execution will assume the current system date as the date to be reported.

If "DATE OPTION" 2 is entered then the Date field, columns 3-8, is ignored.

Operations Owner/User

The reported information will be used by NPPS to assist in the NASA bi-weekly pay period process.

Execution Schedule

The report may be executed, via TSO or NPPS BJS, as desired.

Data Inputs

The report sequence, transactions for a single day or for a pay period, and the NASA centers (under CPO) to be reported must be decided when requesting a report 201 to be run. The NASA centers are selected using a separate parameter screen, NPO950PA , which is described earlier in this appendix.

Initiation Procedures

This report may be executed either from within NPPS using the NPPS select and execute procedure, or this report may be executed by TSO JCL external from NPPS. If this report is executed from within NPPS, then these procedures comprise a portion of the BJS and are explained in detail in Section 5.0. If this report is executed by TSO JCL external from NPPS, then this report could be executed automatically by a job scheduler as long as TSO parameter selections could be pre-determined or manually under TSO with a submit command.

Monitoring Procedures

If this report is executed from within NPPS, these procedures comprise a portion of the BJS and are explained in detail in Section 5.0. If this process is executed by JCL external from NPPS, then the out-list for a report job (TSO section =S.O) will show a normal termination.

Special Instructions

Parameter choices are explained above. TSO execution of this report uses JCL to concatenate the report between printed pages containing the three-line privacy act statement.

Output Validation and Product Checklist

If the NPPS BJS system is used to create this report, then the BJS system will indicate that the job has finished with a good status. If this job is executed via TSO then the TSO =S.O out-list will indicate a normal termination of the job.

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